

SECRET

DD/P 0-4100

B-13-1

7 SEP 1960

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Occupancy of the New Building

References: 1. Your memorandum, same subject, dated 14 October 1959.
2. Memoranda for DD/P Liaison Officer from Chief, BPS, same subject, dated 16 and 31 August 1960.

1. The replanning of space for the Clandestine Services in the new building has now been completed. I wish to express my appreciation for the quality of the job done. It appears from the plans that we will have optimum flexibility for moving units within the space assigned, while preserving sound standards of privacy for intelligence officers and of working conditions generally. These have been our main targets in the planning phase for the building.

2. Unfortunately, the space provided for the CS did not suffice to accommodate all units. We are left without space for ☐ personnel of NE Division (disregarding minor shortages in other areas). While it became inevitable in some layouts to leave space for a few more desks than required, it is of course not feasible to disperse individuals away from their own components to such scattered locations. 25X1

3. New developments which have to be taken into account since our last exchange of memoranda on this subject are the following: 25X1



4. Developments between now and the move will undoubtedly occur to change this picture again. Therefore, the present plan, I believe, should not be changed with the exception of finding new space for the

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25X1

[REDACTED]

make essential adjustments prior to the move, including placement of those NE units for which there is no room now. Flexible general office space only will be affected by such adjustments.

25X1

[REDACTED]

RICHARD HELMS
Acting Deputy Director
(Plans)

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Approved For Release 2006/02/07 : CIA-RDP84-00499R000100090080-9

Done Organizational Elements and
Total Nos. of Personnel to occupy
The New Bldg

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Occupancy of the New Building

FROM:

Deputy Director (Support)
Room 124A, East Building

NO.

DD/S-60-3355

DATE:

9 September 1960

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Logistics
Room 1C-50, Quarters Eye2. Chief, Real Estate & Construction Division
Room 2410, Quarters Eye

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

1. I have just received the attached memorandum and would like to meet with you and [] early next week on this general problem. Please do not discuss it with anyone else at this time but give some thought to the idea I had just prior to my departure on leave as to units which might be left out.

/s/

L. K. White

1 Att:

Memo dtd 7 Sep 60 to DD/S fr A-DD/P, subj: "Occupancy of the New Building." (1cc)

DD/S:LKW:laq

Distribution:

O - Add w/att

✓ - DD/S chrono

✓ 1 - DD/S subject w/orig of att

DD/S-60-3355 - Memo dtd 7 Sep 60 to DD/S fr A-DD/P, subj: "Occupancy of the New Building."